

## **POSITION: MAINTENANCE INSPECTOR**

### **BASIC FUNCTION OF POSITION**

Inspects all facilities and compound for fire/life safety deficiencies and prepare reports for remedial action. Maintains the beauty of the gardens by monitoring the Gardening Contractors. Assist FM for inventory control of emergency parts, special tools and instruments and procurement tracking. May drive USG vehicles for official purpose as required.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. 1.As COR, visits work sites and liaisons with gardening contractors to ensure provision of service in conformance with contract specifications and assists FMS in monitoring contract compliance levels and documenting non-compliance for remedial action for gardening contracts at NEC, EMR, 14 Taw Win, 29 Helpin and Dubern Park by visiting three times each weekly. (30%)
2. Collects electrical meter readings and prepares monthly billings for electrical usage. (10%)
3. Prepares preventive maintenance schedule and reports for the gardens and coordinates with the contractors for proper maintenance of the gardens. (20%)
4. Inspects all facilities and compound for Fire/Life safety deficiencies and prepares reports for remedial action. (10%)
5. Supervises fumigation and insect control procedures at all residences and compounds. (10%)
6. Controls inventory of tools, instruments and emergency spare parts being used by FM and prepares monthly status report. (10%)
7. Tracks all procurement requests and prepare weekly status report. (10%)